

1100
13 August 1997

E-Mail ALPERSRU V/97

Subj: PROCEDURES FOR REPORTING RESERVE EXTENDED ACTIVE DUTY

Ref: (a) ALDIST 179/97
(b) Coast Guard Personnel Manual, COMDTINST M1000.6A
(c) Joint Federal Travel Regulations
(d) Personnel and Pay Procedures Manual, HRSICINST M1000. 2A

Purpose This E-Mail ALPERSRU clarifies the procedures for recording Reserve extended active duty (EAD) in PMIS/JUMPS.

Background Reference (a) authorizes Ready Reserve (SELRES and IRR) members to volunteer to serve on extended active duty (EAD) for periods of two to four years. Paragraph 7 of reference (a) tasks PERSRUs with recording the member's EAD status in PMIS/JUMPS.

Procedures Reserve members authorized EAD will be issued orders and an active duty agreement by CGPC (epm).

Upon receipt of the orders and active duty agreement from the reservist's unit, THE PERSRU TO WHICH THE MEMBER IS ASSIGNED PRIOR TO ENTRANCE ON EAD SHALL:

- o Research the member's Expected Loss Date to ensure the member has sufficient time remaining on his/her enlistment to cover the EAD period. If the member does not have sufficient service, the member must be reenlisted or extended under reference (b). Use the Agree to Extend Enlistment Event (Menu Options A, E, A) in SDA-II to record extensions; use the Discharge to Immediate Reenlistment Event (Menu Options A, E, C) to record reenlistments. Article 1.G.2.c. of reference (b) prescribes authorized reenlistment periods, and article 1.G.14.a of reference (b) prescribes authorized extension periods.
- o Use the PCS Departing Event (Menu Options A, A, A, A) in SDA-II to:
 - Generate a departing Endorsement on Orders (L68) transaction. The departing L68 transaction must show Nature of Duty Code R (Reserve Member Ordered to Active Duty Over 139 Days), and must contain element codes 75 thru 78. R~rd the expected active du~ termination date in element~c ode 75, Reserve Duty Type~ in element code 76, the number of days EAD in element code 77, and training/pay category H in element code 78.
- o Generate an L67 (P606) transaction to start BAQ if the

member has dependents (or if the member does not have dependents but is in pay grade E-4 over 4 years service or above). Per section U8008 of reference (c), VHA may also need to be started on the P606 transaction.

- o Generate an L67 (P607) transaction if the member is entitled to Conus Cola under section U8061 of reference (c).

0 Generate an H605 transaction if the member is authorized advances.

- o Perform other administrative functions connected with a PCS transfer as described in Chapter 2 of reference (d).
- o Generate a Request for Statement of Creditable Service to HRSIC (SES) per page 5C-4 of reference (d). This is necessary so that the member's Pay Base Date can be verified and Active Duty Base Date updated.
- o Forward the member's PERSRU PDR to the PERSRU that will be servicing the reservist while he/she is at the EAD unit.

THE PERSRU WHICH WILL SERVICE THE RESERVIST WHILE HE/SHE IS AT THE EAD UNIT SHALL:

- o Use the PCS Reporting Event (Menu Options A, A, B, A) in SDAII to:
 - o Generate a reporting Endorsement on Orders (L68) transaction. The reporting Endorsement on Orders must show Nature of Duty Code R.
 - o Generate an L67 (P606) transaction, as appropriate, to start/update the member's BAQ and VHA status, and L67 (P607) transaction to start other pay entitlements to which the member may be entitled.
- o Perform other administrative functions connected with a PCS transfer as described in Chapter 2 of reference (d).

Questions	Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.
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Released by	/s/ M. OMATSU Executive Officer, Acting
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